



## HEALTH AND SAFETY POLICY & PROCEDURES

<u>Policy Details</u>		
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<b>Approval Name :</b> <u>K.W.Norman</u> <b>Signature :</b>		
<b>Policy Co-ordinator</b>		<b>Nominated Trustee</b>
CEO – Jamie Sawtell		Keith Norman
<b>Review Cycle</b>		<b>Deadline for Review</b>
Annually		Jun 2025

## HEALTH AND SAFETY POLICY

This policy applies to all staff, volunteers or anyone working with, or on behalf of The Bar'N'Bus Trust.

**The purpose of this policy:**

- To keep young people, volunteers and staff safe and to ensure the health and safety of nearby members of the public is not affected through our activities by:
  - providing appropriate safety and protection so that attendees can fully participate in Bar 'n' Bus's activities
  - ensuring that the health, well-being, and safety of each individual is always of paramount concern
  - ensuring that procedures and guidelines are kept up to date by regularly reviewing them.

**To achieve this policy's purpose, we are committed to the following duties:**

- meeting the responsibilities placed on the organisation by health and safety legislation and good practice
- undertaking regular, recorded risk assessments of the organisation's premises, resources and all activities undertaken on or off site, ensuring adjustments are made as necessary as a result of changing circumstances. Monitoring and ensuring that all involved are regularly made aware of these risk assessments.
- creating a safe environment by putting health and safety measures in place as identified by risk assessment
- ensuring that all young people, staff and volunteers are given the appropriate level of training to keep themselves and others safe by ensuring activity areas are hazard free and, for example, regularly assessing individual ability dependant on age, maturity and development

- ensuring that all young people, staff and volunteers are aware of, understand and follow the organisation's health and safety policy
- ensuring that normal operating procedures and emergency operating procedures are in place and known by all staff, volunteers and, where appropriate, by young people
- providing access to telephone, and make reasonable provision for first aid facilities, and if possible have a qualified first aider at sessions
- reporting and documenting any injuries or accidents sustained during any activity or whilst on the premises. (See Session Form and Accident and Emergencies Procedures documents for further details)
- ensuring near miss reporting and documenting is within the culture of the organisation and is a natural responsibility for every worker.
- having a vigilant attitude, as a worker, to ensure that hazardous situations are noted and minimised.
- ensuring, where the Trust provides services for children or young people, that the Trust's Safeguarding Children and Young People Policy and its procedures are in place and fully implemented
- ensuring that this policy and its implementation are regularly monitored for effectiveness.
- being aware of related policies related to health and safety (e.g. First Aid, Food Hygiene, Safe Handling etc.)



### Legislation noted in this policy:

The Health and Safety at Work Act 1974  
The Employers' Liability (Compulsory Insurance) Act 1969  
The Health and Safety (First Aid) Regulations 1981  
The Electricity at Work Regulations 1989  
The Health and Safety Information for Employees Regulations 1989  
The Health and Safety (Display Screen Equipment) Regulations 1992  
The Manual Handling Operations Regulations 1992  
The Personal Protective Equipment at Work Regulations 1992  
The Workplace (Health, Safety and Welfare) Regulations 1992  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
(RIDDOR)  
The Provision and Use of Work Equipment Regulations 1998  
The Management of Health and Safety at Work Regulations 1999  
The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

